

PLANNING DEPARTMENT  
**DESIGN REVIEW BOARD**  
**SUPPLEMENTAL APPLICATION FORM**

TOWN OF HILTON HEAD ISLAND

*THIS FORM MUST BE ACCOMPANIED BY A MASTER APPLICATION FORM.*

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Please TYPE or PRINT legibly

NAME OF DEVELOPMENT \_\_\_\_\_

PROJECT CATEGORY:

☐

New Development – Conceptual

☐

Alteration/Addition

☐

New Development – Final

☐

Minor External Change

Project # from Notice of Action DR \_\_\_\_\_

I. APPLICATION REQUIREMENTS FOR ALL PROJECTS:

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ARCHITECTURAL REVIEW BOARD NOTICE OF ACTION (If applicable): When a project is within the jurisdiction of an Architectural Review Board (ARB), the applicant shall submit such ARB's written notice of action LMO Section 16-3-1004. Submitting an application to the ARB to meet this requirement is the responsibility of the applicant.

II. APPLICATION REQUIREMENTS FOR NEW DEVELOPMENT (CONCEPTUAL):

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WRITTEN NARRATIVE (8 copies) describing the design intent of the project, its goals  
And how it reflects the site analysis results.

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A SURVEY 1" = 30' MIN. (1 *FOLDED* FULL SIZE SET AND 8 11" X 17" SETS)\*

☐

A SITE ANALYSIS

☐

CONCEPTUAL SITE PLAN 1" = 30' (1 *FOLDED* FULL SIZE SET AND 8 11"X17" SETS)\*

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CONCEPTUAL SKETCHES OF PRIMARY EXTERIOR ELEVATIONS 1" = 30" MIN.  
(1 *FOLDED* FULL SIZE SET AND 8 11" X 17" SETS)\*

☐

PHOTOGRAPHS OF NEIGHBORING ARCHITECTURAL STYLES

III. APPLICATION REQUIREMENTS FOR NEW DEVELOPMENT (FINAL) AND ALTERATIONS/ADDITIONS:

☐

FILING FEE

☐

WRITTEN NARRATIVE (8 copies) describing how project conforms to the conceptual approval and  
Design guidelines of Section 16-4-503

☐

SITE PLAN 1" = 30' MIN. (1 *FOLDED* FULL SIZE SET AND 8 11" x 17" SETS) \*

☐

LANDSCAPE PLAN 1" = 30' MIN. (**3 *FOLDED* FULL SIZE SETS AND 6 11" x 17" SETS**) \*

☐

FLOOR PLAN 1/8" = 1' MIN. (1 *FOLDED* FULL SIZE SET AND 8 11" x 17" SETS) \*

☐

ALL ELEVATIONS 1/8" = 1' MIN. (1 *FOLDED* FULL SIZE SET AND 8 11" x 17" SETS) \*

☐ COLOR BOARD 8 1/2" x 14" *Maximum* STATING MANUFACTURER AND MATERIAL NAME  
(see reverse of form)

## DESIGN REVIEW BOARD SUPPLEMENTAL APPLICATION FORM (continued)

### IV. APPLICATION REQUIREMENTS FOR MINOR EXTERNAL CHANGES:

- ☐ FILING FEE
- ☐ WRITTEN NARRATIVE (8 copies) describing how project conforms to design guidelines of Section 16-4-503
- ☐ PHOTOGRAPHS AND/OR DRAWINGS OF EXISTING DEVELOPMENT
- ☐ DRAWINGS OF PROPOSED DEVELOPMENT (8 COPIES 11"x 17")
- ☐ MATERIAL/COLOR SAMPLES OF EXISTING AND PROPOSED CHANGES  
8 1/2" X 14" *Maximum* STATING MANUFACTURER AND MATERIAL NAME

**\*NOTE:** ALL APPLICATION ITEMS MUST BE SUBMITTED BY THE DEADLINE DATE IN ORDER TO BE REVIEWED BY THE DRB LMO SECTION 16-3-106. ALL DRAWINGS MUST BE SUBMITTED AS DESCRIBED ABOVE AND REDUCED TO NO LARGER THAN 11" X 17". REFER TO LMO SECTION 16-3-1003 FOR MORE INFORMATION ON APPLICATION REQUIREMENTS.

#### FOR OFFICIAL USE ONLY

DATE RECEIVED: \_\_\_\_\_

TIME: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

MASTER TRACKING NUMBER: \_\_\_\_\_